



**MINUTES OF A MEETING OF THE CR3 FORUM STEERING GROUP  
HELD ON THURSDAY 10<sup>TH</sup> AUGUST 2017  
COMMENCING AT 1830 IN THE CONFERENCE ROOM at Soper Hall, CATERHAM**

**Chairman:** Geoff Duck (GD)

**Attendees:** Mary Mountain (MM), George Dennis (GDe), John Cheetham (JC),  
Chris Windridge (CW), Cherie Callender (CC)

**Apologies:** Edward Howard (EH), John Orrick (JO), Julian Palmer (JP),  
Richard York (RY)

**Visitors:** Paul Hooper (PH), Mike Smith (MS)

**Clerking:** Maureen Gibbins (MG)

Prior to the commencement of the formal part of the agenda, there was a discussion regarding the draft response in respect of planning application TA/2017/1399/NC – Clearway Court, 139 to 141 Croydon Road for change of use from Class B1(a)(office) to Class C3 (dwelling). MG reported that she had received a call from TDC in response to the comments submitted by Caterham Valley Parish Council. The planning officer questioned why the comments had been submitted as the application comes under the permitted development policy. It was finally agreed that the drafted comments will be submitted to TDC however with the understanding that only issues, with evidence, relating to parking, flooding and transport would be considered by the planning officer. **JG** to circulate draft to Steering Group and **MG** will submit to TDC on 11<sup>th</sup> August.

**1. Minutes of last meeting. Matters arising not in this agenda.**

The minutes of the meeting held on 26<sup>th</sup> July were approved and signed by the Chairman of the meeting.

**2. Approve such Site Assessments as may be to hand.**

The site assessment pertaining to William Hill Interior Retail premises, which had been previously circulated was discussed. JG raised the issue that flexibility was not a strong enough word to cover parking issues. It was agreed the site assessment was approved as submitted. **MG** to forward to PH for inclusion on the website.

GD suggested that **JG** keep a journal of all the issues she identifies which need attention and these can be addressed once the NP has been accepted. One issue which require a policy if parking however strong evidence would be required.

### 3. Statement of Consultation, add recent updates.

**MG** to collate dates of meetings with TDC and forward to MS.

The notes following the meeting at TDC on 19<sup>th</sup> July are filed for reference purposes only.

**MG** to check responses from 2016 consultation to ensure all have been included and/or addressed. **GD** will compile a document of the 2016 responses.

It was confirmed that Surrey Hills AONB Board had been consulted.

There was discussion regarding the format of the SOC however it was agreed to continue with the format in place.

TDC meeting, 19 July need evidence based. Email Mike with dates of meetings.

### 4. Progress with TDC.

Nothing further has been received from TDC. Concern was expressed that it appears the NP has not been in consultation with TDC. Evidence will be provided of meetings held and requests for information and support.

### 5. Preparations for the Examination of the Draft Neighbourhood Plan.

- a. **Basic Conditions statement progress.** LP, NPPF, Columns V&O. Local Colour. Quod/TDC, ref to back reports.  
Currently 66 policies which may be reduced if groups combine due to duplication. These must be completed urgently and sent to GD.
- b. **Statement of Consultation**  
To be published and included on website. TDC dates to be included.
- c. **Green Space and Infrastructure.** Evidence is up to date. Good maps, go through schedule and ensure NPPF or PPG compliant. **GD** to check
- d. **Draft Plan - Policy Revisions from Consultation** – extent of work.  
Vision and Objectives section to have paragraph 1 and 2 swapped over on first page and new first paragraph to be highlighted in bold. It was agreed the NP will start being referred to as the Caterham, Chaldon and Whyteleafe NP to address Woldingham's concern as they are not included but are in CR3.
- e. **SA/SEA policies cross-check.** October 2016 up to date with TDC local plan review. Matrix needs to be up to date. **MG** to cross reference dates. Some of the issues emerging from the Emerging Local Plan need to be addressed as developers are considering the NP is out of step with the Local Plan. The local planning authority must work to enable the success of the NP. **GD** will speak to Peter Bond (PB), Chairman of Planning Policy at TDC and request TDC's viewpoint.
- f. **Delivery and Monitoring Statement.** – It was agreed parish councils are going to have to oversee this process which will include
  - CIL
  - data monitoring,
  - aspirations,
  - projects for delivery.
  - Can carry on other things e.g parking.
  - Planning permissions up to date,
  - aware of potential delivery of what sites,
  - area wide response to flooding,
  - consequent of effects across area e.g yellow lines,
  - amenity tips,
  - green infrastructure,

- respond and manage to other plans,
- monitor design guidance.

TDC track annually - Minnie to provide delivery of units by parish. **MG** to follow up.

MS commented that H01 is not sound as it does not cover the entire NP timescale however GD confirmed that Reg 19 will resolve this. It was encouraging that the three developers who have responded to the NP consultation have different land supply and none has addressed the same areas.

RY has changed Utilities to Infrastructure. **GD** will circulate

**6. Budget – identify required work and timescale.**

GD confirmed that hired help is going to be required following the response from Bath. PH has provided his cost predictions for work going forwards. **GD** will make request to Parish Councils for final funding following a review by Bath and knowledge of what is required going forwards.

CW indicated they may be more funds available from DCLG. There is a tranche of money which has to be used by December 2017 which CR3 Forum may be able to use. Characterisation and Design Statement being considered by **GDe**  
**GD** to report back to PB and ST and request how TDC will help following their consultation response.

**7. AOB.** It was noted that William Hill betting shop is closing

**8. Time date place next meeting. (Please note change of venue)**

30<sup>th</sup> August – 19:00 – 17 Colburn Avenue, Caterham CR3 6HW

31<sup>st</sup> August – 10:00 – Tandridge District Council, Oxted

18<sup>th</sup> September – 19:00 - 17 Colburn Avenue, Caterham CR3 6HW

2nd October - 18:30 - 17 Colburn Avenue, Caterham cr3 6hw